

Incorporated Village of Bellerose

50 Superior Road, Bellerose Village, NY 11001

516-354-1000 FAX: 516- 354-1033

www.bellerosevillage.org

ROOFING / RE-ROOFING PERMIT – GENERAL INFORMATION

A Roofing / Re-Roofing Permit is required for all changes or repairs to residential or commercial roofs. Contact the Building Department BEFORE starting any work. Roofing without a Permit incurs an additional \$150 LATE FILING FEE.

1. The Municipal Code of the Incorporated Village of Bellerose requires that all roofing and re-roofing projects, both commercial and residential, be done in accordance with the specifications outlined in the NYS Building Code.
2. All applications are subject to Building Department approval. Fees are non-refundable and must be paid before a permit can be issued. Roofing permits are issued as soon as possible after receipt of all documents.
3. Before a permit application can be accepted, all required documents must be received, including:
 - a) Fully completed Application form. If an item is "not applicable", note as N/A
 - b) \$50. deposit toward the Permit fee
 - c) Notarized Owner's Authorization
 - d) Description of the work and costs
 - e) Contractor's information
 - f) For work being performed by a contractor: the contractor must provide:
 1. Copy of the contractor's Nassau County license.
 2. Contractor Self-Certification Form notarized
 3. Proof of Liability Insurance **naming the Village of Bellerose as additionally insured**
 4. Proof of Workers' Compensation Insurance listing the Village of Bellerose as Certificate Holder
 5. Proof of Disability Insurance (DB-120) listing the Village of Bellerose as Certificate Holder
 - g) For work being performed by a homeowner:
 1. a completed Homeowner's Certification available from the Building Inspector
 2. the front page of homeowner's insurance policy
4. Most changes to roofing type or color also require approval of the Architectural Review Committee (ARC). For exterior changes or additions that require ARC, as determined by the Building Inspector, the application must also include:
 - a) color photos of existing conditions
 - b) color photos of adjoining properties
 - c) the proposed plans including drawings, architectural plans, plot plans, as applicable
 - d) pictures / samples of colors and materials
5. The ARC meets the second Wednesday of each month. Applications must be submitted one week prior.
6. Permits are valid for one (1) year from date of issue and must be renewed by the Building Department if work is not completed in order to avoid a summons.
7. Permit must be placed in front window facing the street.
8. **THE BUILDING DEPARTMENT MUST BE NOTIFIED UPON COMPLETION OF WORK.**

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INSURANCE REQUIREMENTS FOR CONSTRUCTION OPERATIONS

WORKERS COMPENSATION

Coverage	Statutory
Extensions	Voluntary compensation All states coverage employers Employers liability - unlimited
Notice of Cancellation	30 Days
Evidence	Certificate of Insurance

COMPREHENSIVE LIABILITY

Coverage	Occurrence - 1988 ISO or equivalent
Limits	General Aggregate \$2,000,000 Products - comp/Ops Aggreg \$1,000,000 Pers. & Advert. Injury \$1,000,000 Each Occurrence \$1,000,000 Fire Damage (Any One Fire) \$ 50,000 Medical Exp. (Any One Pers.) \$ 5,000
Notice of Cancellation	30 Days
Additional Insured	Inc. Village of Bellerose, all elected and appointed officials, employees and volunteers using ISO Form CG2010 (B) or equivalent.
Evidence	Certificate of Insurance and copy of additional insured endorsement

OWNERS PROTECTIVE

Coverage	Occurrence
Limits	Minimum Limit - \$1,000,000 CSL
Premium Payment	Responsibility of Contractor
Policy Period	Start of project and until project is accepted as completed by owner
Notice of Cancellation	30 Days
Evidence	1) Certificate of Insurance 2) Copy of Binder 3) Copy of original policy to be delivered within 45 days of start of project

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License and Insurance Requirements for Permits

Each Contractor

- 1) Nassau County License
- 2) Liability Insurance **naming the Incorporated Village of Bellerose as the Additionally Insured & the Certificate Holder**
- 3) Workers Compensation listing the Incorporated Village of Bellerose as the Certificate Holder
- 4) DB-120 (Disability) listing the Incorporated Village of Bellerose as the Certificate Holder

Please contact the Building Department @ 516-354-1000 or 516-315-4769 for assistance.